

# MassDEP Application for In-Kind Technical Assistance

**Application Deadline: August 28, 2012**

This application is for Massachusetts communities seeking in-kind technical assistance (up to 80 hours) from a MassDEP Municipal Assistance Coordinator (MAC) for a recycling/waste reduction project. No funds will be awarded through this application. Communities that receive In-Kind Technical Assistance will sign a Scope of Work that delineates project goals, roles/responsibilities, and deliverables. Applicants must have on file at MassDEP, at the time the application is submitted, a completed CY2010 Municipal Recycling and Solid Waste Data Survey and a completed CY2011 Recycling and Solid Waste Survey and must assign a municipal official with access to decision-makers to serve as project coordinator.

Technical assistance is offered in two categories:

## 1. Recycling/Solid Waste Program Assistance

Eligible projects include but are not limited to:

- Waste reduction outreach and education.
- Municipal solid waste program assessment and planning
- Planning for regional initiatives such as regional contracting, HHW and/or reuse centers
- Implementation of school recycling/composting, multi-family recycling, single-stream recycling, reuse, composting/organics collection, household hazardous waste or mercury collection programs
- Contracting for solid waste/recycling services

## 2. Save Money And Reduce Trash (SMART) Program Assistance

SMART Programs include both Pay-As-You-Throw (PAYT) programs, where residents are charged for waste disposal on a per unit basis; and Waste/Trash Reduction Programs, where residents are allowed to dispose of one container of trash before a unit fee applies. Assistance will be provided for planning and/or implementation activities.

## Applicant Information

Municipality: \*

[edit if applicable](#)

Municipal Official Contact Name: \*

Municipal Official Title: \*

Municipal Official Telephone Number: \*

[\(555\) 555-5555](#)

Municipal Official Email Address: \*

## Assistance Requested

Select the type of assistance that is requested: \*

- ☐ Recycling/Solid Waste Program Assistance
- ☐ SMART Program Assistance

## Recycling/Solid Waste Program Assistance

Indicate the number of hours of MAC assistance you are requesting (not to exceed 80): \*

*Number of Hours*

1. Describe the project or program for which you are seeking assistance including specific objectives and anticipated challenges. If appropriate, include a description of the program(s) currently in place, and changes being considered. \*

2. Please identify the municipal departments that are in support of this project. Also identify any person(s) in addition to the municipal official identified above that will be involved in this project and the role each will play. \*

3. Please discuss how this project will benefit your community and lead to increased recycling/composting and waste reduction. Also discuss any timing issues or other factors that might impact the project (e.g. contract expiration dates, town meeting approvals required, etc.). \*

4. Please discuss the anticipated timeframe for accomplishing the project, including key milestones and anticipated dates (expressed as “month 1”, “month 2”, etc.). \*

## SMART Program Assistance Request

Indicate the number of hours of MAC assistance you are requesting (not to exceed 80): \*

*Number of Hours*

1. How many households would your new SMART program serve? \*

*Number of households served*

2. Target implementation date, if known:



3. Indicate the type(s) of assistance needed (check all that apply): \*

- ☐ a. PAYT Planning
- ☐ b. Waste/Trash Reduction Program Planning (Examples: Cost/benefit analysis, assistance with presentations for public meetings; development of educational materials for program implementation.)
- ☐ c. PAYT Implementation
- ☐ d. Waste/Trash Reduction Program Implementation (Examples: Assistance with educational presentations for public meetings or educational materials for program implementation; program startup logistics.)
- ☐ e. Other

4. Describe steps your community has taken to date to explore a SMART program. \*

## Certification

I certify that the information provided here is accurate to the best of my knowledge. \*